

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
December 8, 2015**

CALL TO ORDER:

Chairwoman Karen Quinn called the meeting to order at 5:33 PM at the Lincoln Public Library.

PRESENT:

Chairwoman Karen Quinn, Trustees Gertrude Toher, Ann Rageotte and Treasurer Rita Caraccia were present. Also in attendance was Becky Boragine, Library Director and Ryan Brennan, Assistant Library Director.

ABSENT:

Trustee Merle Krueger

APPROVAL OF MINUTES:

The Minutes of the October 27, 2015 meeting were reviewed. A motion to accept the minutes was made by Trustee Toher and seconded by Treasurer Caraccia. The motion was approved unanimously.

DIRECTOR'S REPORT:

Ms. Boragine informed the Board that she attended Town Directors meetings, an Ocean State Libraries Quarterly meeting, and a Friends of the Lincoln Public Library meeting. Two months of stats are presented at this meeting due to the timing of this meeting.

During October four computer classes were held, seventeen story times, seven children's programs, three teen programs and nine adult programs took place. Ms. Boragine indicated that items added to the collection in October were 926 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 13,812 items. A total of 43 new patrons were given library cards. A total of 4,406 items were loaned out to other libraries and 1,642 items were borrowed. The in-house computer usage was 1,355. The Library web pages were accessed 148,972 times. The online database usage was 1,377. Overdrive usage was 1,479 and includes 360 Audio, 3 Video, 0 Music, 1,116 E-Books and all other E-Books usage was 24, Freegal movies was 6, Freegal music was 67 and Freegal music streaming was 152 hrs.

During November three computer classes were held, two story times, eight children's programs, three teen programs and five adult programs took place. Ms. Boragine indicated that items added to the collection in November were 735 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 12,206 items. A total of 55 new patrons were given library cards. A total of 3,812 items were loaned out to other libraries and 1,535 items were borrowed. The

in-house computer usage was 1,285. The Library web pages were accessed 149,286 times. The online database usage was 1,940. Overdrive usage was 1,436 and includes 361 Audio, 9 Video, 0 Music, 1,066 E-Books and all other E-Books usage was 10, Freegal movies was 3, Freegal music was 53 and Freegal music streaming was 225 hrs.

Ms. Boragine spoke about the stats. She would like to see an increase in the Freegal music stats. A presentation was held by one of the Librarian who is also a Lincoln School librarian to school employees about all the different databases that can be utilized by the students and teachers and a flyer was passed out to them. An updated copy of the flyer is also available for the library patrons..

A motion to accept the Director's report was made by Trustee Toher and seconded by Treasurer Rageotte. The motion was approved unanimously.

FINANCIAL REPORT:

Treasurer Caraccia presented the financial report and reported the balances of the accounts in December as follows:

- Fines: \$0.00
- Champlin Account: \$55,882.74

- **Trustees Account: \$24,593.96**
- **Checking Account: \$111,664.34**
- **Certificate of Deposit:\$0.00**
- **Catie Kurowski Fund: \$0.00**

There are six checks totaling \$109,669.38 that will need to be processed for the meeting. The Trustees checking account has not been reconciled since May. Chairwoman Quinn asked once again that the checking account be reconciled for the January meeting. Treasurer Caraccia indicated that she would have it reconciled then. It was also noted that an additional \$100.00 has been received in memory of Catie Kurowski. There has not been any money spent from the Catie Kurowski donations made to date. The money is in the money market account.

A motion that the Board agrees that all invoices being presented for payment by the Town of Lincoln are accurate and are to be paid from their respective accounts was made by Trustee Rageotte and seconded by Trustee Toher. The motion was approved unanimously.

UNFINISHED BUSINESS:

Ms. Boragine indicated that there has not been any work done on the library renovations since the last meeting. She has spoken with vendors about the library's back office needs to accommodate the Electronic Resources Librarian and Technical services staff.

Shelving, desks & chairs are needed for that area.

NEW BUSINESS:

Ms. Boragine asked the Board to be able to provide a Dunkin Donuts gift card to the delivery personnel (drivers/carriers) in appreciation during the holidays. The Board was in agreement to a \$10.00 gift card. Chairwoman Quinn asked about the employee appreciation party. Ms Boragine indicated that it looks like it is something that will be held in January and will table to discuss at the January meeting.

The Board would like to welcome Ryan Brennan to the Lincoln Library and wish him well in his role. Mr Brennan spoke about some of the items he has been working on, including adding a public scanner at the reference desk and being able to scan to your mobile storage devices. He also spoke about the mobile printing that he is trialing and although it's not ready yet, it is in the works. He also plans on adding a link on the webpage to upload a print job and print it once you arrive at the library. Mr Brennan plans on doing a website survey to get some feedback from patrons and what they are looking for on the website.

The Library will be closing at noontime on Christmas Eve and New Year's Eve, and will be closed on Christmas Day and New Year's Day.

The calendars can be found online at the library website.

The newsletter will be coming out in the next few weeks.

Next Meeting is January 26, 2016 at 5:30 pm.

PUBLIC COMMENT:

None

ADJOURNMENT:

There being no further business, a motion was made by Trustee Toher and seconded by Trustee Rageotte to adjourn the meeting at 6:16 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary